



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. \*\*For Use with FPPS Only – Do Not Send Hardcopy to SPO\*\*
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Sunday Eme Employee ID #: (b) (6)  
Position Title (optional): Management & Progm Analyst PP-Series-Grade (optional): GS-1343-14  
Organization (optional): HAAA0000

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award  
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award  
☐ Time Off Award

Total Amount of Award (\$): \$1,500.00 AND/OR Total Number of Hours: \_\_\_\_\_

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit  
Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional  
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

### Narrative Justification for Award:

Sunday is nominated for an award for quality in customer service. Sunday continues to contribute toward a more cohesive HQ Operations Branch (HOB) by supporting a cross section of the HOB responsibilities. His commitment to teamwork, demonstrated through collaboration with the Office of Mission Support (OMS) staff, and his diligent quality assurance have increased the efficiency of various HOB processes resulting in greater customer satisfaction. Sunday has demonstrated a high level of professionalism that helps to assure that the HQ Operations Branch meets its goal of excellent customer service.

Sunday provided valuable support and leadership to the management of EPA's FormSmart Improvement project. The FormSmart Internal Administrative Forms application is a central place for a federal employee to find the forms they need and allows users to manage the Agency's Internal Forms processes. The first phase of the project converted the legacy version of the FormSmart application from Lotus Notes to the SharePoint application. The second phase of the project was a review of the FormSmart application to find deficiencies. Sunday worked with OMS staff and contractors to modify the application with several features to make it more efficient. The modifications provide agency forms managers with greater data management and accountability. For these reasons, Sunday is nominated for this award.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.